

## Registering to Participate in the Federally-facilitated Marketplace (FFM) for the 2015 Plan Year: What Agents and Brokers Need to Know

Agents and brokers must complete certain registration activities initially and annually in order to participate in the FFM. The agent and broker registration process for the FFM is comprised of two parts:

- **Part I:** Completion of training, testing, and execution of agreements on the Medicare Learning Network® (MLN)
- **Part II:** Creation of an FFM user account and identity proofing on the Centers for Medicare & Medicaid Services (CMS) Enterprise Portal

### If I did not participate in the FFM last year, what is the process to register this year?

Agents and brokers who are new to the FFM and did not complete the registration process for the 2014 plan year must complete the initial registration requirements shown in this table.

Initial FFM Registration Activities

	PART I			PART II
	Create an Account on MLN	Complete the FFM Training and Testing	Execute FFM Agreement(s)	Create an FFM User Account and Complete Identity Proofing on the CMS Enterprise Portal
Agents and brokers participating in the...				
FFM for the individual market	Required	Required: Basics, P&S, IM	Required: GA, P&S IM	Required
FF-SHOP	Required	Recommended: Basics, P&S, SHOP	Required: P&S SHOP	Required*
FFM for the individual market and FF-SHOP	Required	Required: Basics, P&S, IM Recommended: SHOP	Required: GA, P&S IM, P&S SHOP	Required

#### COURSES & EXAMS

**Basics:** Affordable Care Act and Marketplace Basics Course & Exam

**P&S:** Privacy and Security Standards Course & Exam (NEW)

**IM:** Individual Marketplace Course & Exam

**SHOP:** SHOP Marketplace Course & Exam

#### AGREEMENTS

**GA:** Agent Broker General Agreement for the FFM Individual Market

**P&S IM:** Agreement Between Agent or Broker and CMS for the FFM Individual Market

**P&S SHOP:** Agreement Between Agent or Broker and CMS for the FF-SHOP

\* Part II is a new requirement for agents and brokers wishing to participate in SHOP for the 2015 plan year.

### If I participated in the FFM last year, what is the process to register this year?

Agents and brokers who are renewing their registration with the FFM (i.e., those who registered with the FFM for the 2014 plan year) must complete the annual registration requirements shown in this table.

Annual FFM Registration Activities

	PART I			PART II
	Login to MLN Using Existing MLN User ID and Password	Complete the FFM Training and Testing	Execute FFM Agreement(s)	Create an FFM User Account and Complete Identity Proofing on the CMS Enterprise Portal
Agents and brokers renewing their participation in the...				
FFM for the individual market	Required	Required: Basics, P&S, IM	Required: GA, P&S IM	No activity required
FF-SHOP	Required	Recommended: Basics, P&S, SHOP	Required: P&S SHOP	Required*
FFM for the individual market and FF-SHOP	Required	Required: Basics, P&S, IM Recommended: SHOP	Required: GA, P&S SHOP, P&S IM	No activity required

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Agents and brokers who completed registration for the 2014 plan year should complete these annual registration activities by September 30, 2014 in order to avoid a potential lapse in their registration status. The agent and broker agreements that were signed with the FFM for the 2014 plan year will expire on September 30, 2014. New agreements will be executed as part of registration for the 2015 plan year.

### What are the key dates for FFM agent and broker registration for the 2015 plan year?

- **June 15, 2014:** FFM agent and broker registration for the 2014 plan year closes.
- **July 2014:** FFM agent and broker registration for the 2015 plan year opens.
  - Agents and brokers may begin completing the registration requirements for the 2015 plan year. Agents and brokers who complete the registration requirements may also assist consumers with special enrollment periods prior to annual open enrollment.
- **September 30, 2014:** FFM agent/broker agreements for the 2014 plan year expire.
  - All agents and brokers who wish to renew their registration with the FFM should complete the annual registration requirements by this date to avoid a potential lapse in their FFM registration status.
- **November 15, 2014:** Annual open enrollment begins for the 2015 plan year.